## COMPLIANCE MONITORING - 2006 FILE AUDIT PROCESS MAP - PAGE 1 Management Agent/Owner File Audit Contractor Compliance Monitoring Asset Management Compliance Monitoring Provides Training - File Audit Process Participants include File Audit Contractor and MSHDA Staff Representatives Receives **Provides** Assignments, Development Due Dates & Assignments, Requirements Due Dates & Requirements Receives Schedules file audit Receives Notification of Notification of File by phone (30 File Audit Date calendar days in Audit Date advance) Sends written Receives Accesses and confirmation of audit Confirmation of Reviews to Agent (30 days in File Audit Date Database advance) & enters Reports date into database Notifies Receives **Notifies** Compliance of Notification Contractor Files to be of Files to of Files to be Audited be Audited Audited (optional) File Audit Contractor Performs File Audit Participants include File Audit Contractor, Management Agent, Designated Site Staff and Potentially MSHDA Compliance Monitor Prepares and Receives File Submits File Audit Receives File Audit Report and Audit Report and Report and Letter Letter (within 30 calendar Letter days of audit date) File Audit Submits Invoice **Processes Process** to Compliance (w/ Invoices for Continued on Copies of Reports Payment Page 2 & Letters)

## COMPLIANCE MONITORING - 2006 FILE AUDIT PROCESS MAP - PAGE 2

